

## How do I apply?

Mail your completed application, payment and required documents to:

Treasurer, City of Roanoke  
PO Box 1451  
Roanoke, VA 24007-1451

Or, place in one of the following drop box locations:

- 215 Church Ave @ N.C. Taylor Municipal Bld
- 1101 Morningside St SE @ Jackson Park Library
- 3837 Williamson Rd NW @ Williamson Rd Library

Or, pay in person between the hours of 8:00am and 5:00pm, Monday thru Friday, at:

City of Roanoke Treasurer's Office  
Noel C. Taylor Municipal Building  
215 Church Avenue, Room 254  
Roanoke, VA 24011  
540-853-2561

Or, fill out the online application at [www.roanokeva.gov/treasurer](http://www.roanokeva.gov/treasurer), print it, and enclose with payment and required documents for either mail-in, drop box, or in person payment.

## Dog License Application Checklist

- ☐ Dog License Application
- ☐ Rabies Vaccination Certificate  
(If you mail the original certificate(s), include a postage paid self-addressed envelope so we can return your certificate(s) to you)
- ☐ Written verification of spay and/or neuter (if applicable)
- ☐ Appropriate payment

REV 6/2012

Evelyn W. Powers, Treasurer  
City of Roanoke  
PO Box 1451  
Roanoke, Virginia 24007-1451



# Licensing Your Dog *is the Law*



**A guide to help you easily and efficiently license your dog in the City of Roanoke.**

## Licensing Your Dog is the Law

PURSUANT TO SECTION § 3.2-6524 (paraphrased): It shall be unlawful for any person to own a dog unless such dog is licensed.

## What does this mean?

Per the Code of Virginia, ALL dogs must be vaccinated for rabies and must be licensed in the locality where they live.

## Vaccination Notification

When a dog receives a rabies vaccination, the Veterinarian is required by state law to send a copy of the rabies certificate to the Treasurer. If the dog owner has not purchased a dog license within 90 days of the rabies vaccination, the local Treasurer is required to send an application and bill to the owner for each dog not licensed. (Code of Virginia, Section 3.2-6529, paraphrased.)

## Dog License Expiration

Dog licenses (tags) expire on a calendar year basis. A one-year license (tag) will expire on December 31 of the year purchased. A three-year license (tag) will expire on December 31 of the year imprinted on the tag.

## My Veterinarian is outside of Roanoke, but I live in Roanoke – what should I do?

You must obtain a copy of your dog's rabies vaccination certificate (plus written proof of spay and/or neuter if applicable) from your Veterinarian, and then apply for a dog license with the Treasurer of the City of Roanoke.

## Can I have more than four dogs?

Roanoke City Code prohibits more than four (4) dogs per household unless a kennel license has been obtained and approved by the Zoning Administrator. For more information, contact the City Zoning Office at 540-853-1090.

## Dog License Fees

**1 year Sterilized \$5.00**

1 year *Unsterilized* \$10.00

**3 year Sterilized \$10.00**

3 year *Unsterilized* \$25.00

**Three Year Licenses:** License (tag) can only be purchased if the rabies vaccination expires in the same year as the three year tag.

**Payment Methods:** Cash (in person - do not mail cash), personal check, money order, or credit card. We accept VISA, MasterCard and Discover.



----- To ensure prompt processing, detach and mail or bring in person this application along with the required documents and payment to the City of Roanoke Treasurer's Office. -----

### Dog Owner Information ~ Please Print Clearly ~

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ City/State/ZIP \_\_\_\_\_  
Street Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
(For timely communication, if needed, between the Dog Owner and the Treasurer's Office.)

**Dog License Fees**    1 Year Sterilized (\$5.00); 1 Year *Unsterilized* (\$10.00); 3 Year Sterilized (\$10.00); 3 Year *Unsterilized* (\$25.00)

### Dog Information ~ Please Print Clearly ~

Total Amount Enclosed: \$ \_\_\_\_\_

For each dog, check only 1 box for the type of tag being requested. Write in the dog's name and the name of the Veterinarian and/or Animal Clinic.

Dog Name _____	<input type="checkbox"/> 1 yr Sterilized	<input type="checkbox"/> 1 yr <i>Unsterilized</i>	<input type="checkbox"/> 3 yr Sterilized	<input type="checkbox"/> 3 yr <i>Unsterilized</i>	Veterinarian/Clinic _____
Dog Name _____	<input type="checkbox"/> 1 yr Sterilized	<input type="checkbox"/> 1 yr <i>Unsterilized</i>	<input type="checkbox"/> 3 yr Sterilized	<input type="checkbox"/> 3 yr <i>Unsterilized</i>	Veterinarian/Clinic _____
Dog Name _____	<input type="checkbox"/> 1 yr Sterilized	<input type="checkbox"/> 1 yr <i>Unsterilized</i>	<input type="checkbox"/> 3 yr Sterilized	<input type="checkbox"/> 3 yr <i>Unsterilized</i>	Veterinarian/Clinic _____
Dog Name _____	<input type="checkbox"/> 1 yr Sterilized	<input type="checkbox"/> 1 yr <i>Unsterilized</i>	<input type="checkbox"/> 3 yr Sterilized	<input type="checkbox"/> 3 yr <i>Unsterilized</i>	Veterinarian/Clinic _____

*If mailing original certificate(s), include a postage paid self-addressed envelope so we can return your certificate(s) to you.*  
*Thank you!*